

## **DUCHESNE COUNTY**

### **Independent Auditor**

### **Request for Proposal**

#### **I. Introduction**

Duchesne County is accepting proposals from qualified accounting firms or individual accountants to provide Independent Auditor services on a contractual basis. Contract services are being sought to commence in the year 2021 and will continue for three years through December 31, 2023, during which time audits will be conducted for calendar years 2020, 2021 and 2022, with the possibility of renewals for subsequent three-year terms.

#### **II. Time Schedule**

Duchesne County will follow the timetable below, which should result in a selection of a firm/accountant by approximately March 01, 2021. Proposals will be accepted beginning February 07, 2021. This RFP will remain open until an Independent Auditor is selected or until the RFP is withdrawn; whichever is first.

##### **Event Time Date**

Issue of RFP February 7, 2021

Proposal responses accepted beginning February 7, 2021, and continuing until the position is filled or until this RFP is withdrawn whichever occurs first.

Contract will become effective retroactively on January 1, 2021.

#### **III. Minimum Experience/Qualifications**

Each accountant who is proposed to perform services pursuant to this RFP must meet the following minimum qualifications:

1. a certified public accountant (CPA) in good standing in the State of Utah;
2. be available in Duchesne County to conduct business;
3. be prepared to competently examine the financial records of Duchesne County;
4. may not have any current affiliation with Duchesne County;
5. may not have any past affiliation with Duchesne County during a year which will be audited;  
and
6. must not have any conflict of interest with Duchesne County;

#### **IV. Scope of Services**

The Independent Auditor's responsibilities shall include, but not be limited to, the following:

1. examine financial statements and related data;
2. analyze business operations, processes, procedures and policies;
3. provide recommendations to achieve greater efficiency;
4. evaluate County assets for impairment and proper valuation;
5. determine tax liability;
6. ensure compliance with tax code and other relevant laws.
7. meet with County officials and employees to whatever extent necessary to fully understand the operations, financial reporting and internal control systems of the county;
8. perform analytical procedures on expected and unexpected variances in account balances or transaction classes then test documentation supporting those variances;
9. observe the County's physical inventory count as appropriate and confirm accounts receivable and other accounts;
10. develop and report an opinion asserting the reliability and fairness of County's financial statements;

#### **V. PROPOSAL**

Please include with any proposal the following:

1. **Services.** Proposals should include all time and expenses including any necessary travel in a "not to exceed" format which clearly states the maximum amount to be paid by Duchesne County. Joint proposals from multiple firms/accountants will be considered. If joint proposals are submitted please clearly specify whether the payment proposed is a total combined payment or whether the amount is proposed to be paid to each firm/accountant.

**2. Payment.** It is anticipated that Duchesne County will pay the selected Independent Auditor on a monthly basis. All proposals should include all anticipated expenses for providing the independent Auditor/s services, including, but not limited to, office, transportation, telephone, postage, copying and secretarial costs. Monthly invoices should be submitted to the County.

It will be specifically understood that the Independent Auditor will accept no other payment for work provided, other than the compensation provided in the Total Fee.

## **VI. Proposal Deadline and Submittal Instructions**

All proposals and/or questions should be directed to:

JoAnn Evans

Duchesne County Clerk

PO Box 910

Duchesne, UT 84021

Email: [jevans@duchesne.utah.gov](mailto:jevans@duchesne.utah.gov)

Phone: (435) 738-1228

All proposals must be clearly marked:

“Independent Auditor Services Proposal.”

The information requested below is a requirement for submitting a complete proposal. At the sole option of the County, incomplete proposals may be considered.

1. Description of your firm/individual accountant overall practice area(s) and the services the firm/individual accountant is capable of providing, including an explanation of how these services will best meet the County’s needs. Please also include a description of related experience.

2. Identification of the accountant(s) proposed to act as the designated Independent Auditor/s. Include a clear and detailed description of how each proposed accountant meets the minimum experience/qualification identified in this RFP.

3. A list of at least three (3) references capable of speaking to the reputation and qualification of the accounting firm/individual accountant.

4. Proposals shall clearly set forth fees and fee structure to be charged for all Independent Auditor services as described in the scope of work. Any costs to be charged to the County must also be identified.

5. Disclosure of any litigation or judgments rendered against the accounting firm/individual accountant/s in any matter relating to professional activities of the firm/individual accountant, including any pending or founded complaints to the Department of Professional Licensing.

6. Description of how the firm/individual accountant handles conflict checks.

7. Responses to RFP must include a signed statement as follows signed by an authorized officer of the firm/individual accountant:

I/We have reviewed all documents presented as part of Duchesne County's RFP for Independent Auditor Services. The undersigned proposes to perform all work in compliance with these documents as well as in compliance with all submitted proposal information. The undersigned further warrants that adequate staff services and facilities will be established to enable the effective provision of accounting services.

### **VIII. Selection Criteria**

Selection criteria will be based on the ability of the accounting firm/individual accountant to perform the duties as described above and based upon the following criteria:

A. Cost

B. Experience. As part of evaluating the experience of a firm/individual accountant who submits a proposal, Duchesne County will consider all information provided in the submitted proposal, including, but not limited to, references and any litigation or judgments against the firm/individual accountant submitting a proposal.

### **IX. General Terms and Conditions**

The County reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.

The County reserves the right to request clarification of information submitted, and to request additional information from any proposer. Any proposal may be withdrawn up until the awarding of a contract. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of sixty (60) days, to provide to the County the services described in the attached specifications, or until one or more of the proposals have been approved by the County's administration, whichever occurs first.

**X. Non-Collusion Affidavit Certificate**

State of Utah )

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County of Duchesne )

The undersigned, being duly sworn, deposes and says that the person, firm, association, partnership, or corporation herein named has neither directly nor indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in the preparation and submission of a proposal to Duchesne County for consideration in the award of a contract on the improvement described as follows:

Duchesne County

Independent Auditor Services

Institution Name Authorized Signature \_\_\_\_\_

Sworn before me, this \_\_\_\_\_ day of, \_\_\_\_\_ 2021.

Notary Public

In and for the State of Utah